



Nebraska
Public Employees
Retirement Systems

1221 N Street, Suite 325 • P.O. Box 94816 • Lincoln, NE 68509-4816
(402) 471-2053 • (800) 245-5712 • Fax (402) 471-9493 • www.npers.ne.gov

IMPORTANT NOTICE

TO: Nebraska County Clerks and other County Reporting Agents
FROM: Nebraska Public Employees' Retirement Systems
DATE: June 1, 2006
RE: Change in Recordkeeping Services

As you are aware, the Nebraska Public Employees' Retirement Systems will be changing to a new recordkeeper, Union Bank & Trust Company, as of **July 1, 2006**. As a result of this change, our current provider, Ameritas Life Insurance Corp., will be transferring data to Union Bank & Trust the last week in June. **It will be imperative that all trades are settled and all data is final as of June 30, 2006.**

The only processing that will be done the week of June 26 – June 30 will be processing for payroll files. In order to process those payroll files, Ameritas will need to have good funds on deposit by 12 noon for all payroll files from June 22 through June 30. *This will require some planning on your part.* If you have payroll files to be processed from June 22 through June 30, **please make sure funds are received by Ameritas the same day the payroll file is received by Ameritas.** Following are the ways you can make sure your payroll file will be processed timely and assist in the conversion process. You can:

1. Send a check via guaranteed overnight mail to Ameritas to be received no later than 12 noon the day the file is received.

Ameritas Life Insurance Corp.
PO Box 81889
Lincoln NE 68501-1889

2. Send a wire to Ameritas to be received no later than 12 noon the day the file is received. Please inform your banking institution so they may plan accordingly.

Bank Name: US Bank
Bank Location: Minneapolis, MN
Routing number: 104000029
Account Number: 149400700188
Account Name: Ameritas Life Insurance Corp.

ACTION REQUIRED BY YOU: At this time, we need for you to determine how those funds will be delivered to Ameritas from June 22 through and including June 30. Please notify **Norene Brauner** [nbrauner@npers.ne.gov] by **June 12, 2006**, of your intentions.

The remainder of this letter addresses how funds will be delivered to Union Bank & Trust *after* conversion (July 1, 2006). Union Bank & Trust has requested that funds be received by one of the follows means:

1. Via **Automatic Clearing House Transfer (ACH)**. This is the *preferred* method of payment and one requested by Union Bank & Trust. In order for this to occur, you will need to complete the attached ACH Debit Authorization Form and return it to Union Bank & Trust as follows:

Union Bank & Trust
Retirement Plan Services Department
Attn: Kristy Leitschuck
6811 S. 27th Street
PO Box 82535
Lincoln, NE 68501-2535

2. Via **check** mailed to:

Union Bank & Trust
Retirement Plan Services Department
Attn: Kristy Leitschuck
6811 S. 27th Street
PO Box 82535
Lincoln, NE 68501-2535

3. Via **wire transfer** sent to:

Union Bank & Trust
Attn: Retirement Plan Services Department
ABA 1049-10-795
FFB: Trust Holding Account #6080121

Please remember that all payroll files sent *on or prior to June 30, 2006*, will be processed by Ameritas. Any payroll files sent *July 1, 2006, or after* will be processed by Union Bank & Trust. **Funds related to those files must be sent to the appropriate recordkeeper.** If you have any questions, please contact Norene Brauner [nbrauner@npers.ne.gov] or **800-245-5712** or **402-471-2053**.

Reminder on Current Addresses: One of the most important records maintained for plan members is their current address, without which NPERS cannot mail their account statements or other timely information. Having current addresses will be especially important with this changeover to a new recordkeeper. Through payroll reporting, your role in providing current addresses to NPERS is critical. Please verify with each of your employees that you have their current address, and follow-up with them periodically to ensure you submit correct addresses to NPERS. Your help is appreciated.

Debit Authorization ACH/IN

I (we) authorize Union Bank & Trust, hereinafter called COMPANY, to initiate debit entries to my (our) account indicated below and the financial institution named below, hereinafter called FINANCIAL INSTITUTION, to debit the same to such account for variable amounts for the purpose of retirement plan processing. I (we) acknowledge that the origination of ACH transactions to my (our) account must comply with the provisions of U.S. law.

(Financial Institution Name)

(Branch)

(Address)

(City/State)

(Zip)

(Routing Number)

(Account Number)

Type of Acct: ☐ Checking ☐ Savings

This authority is to remain in full force and effect until COMPANY has received written notification from me (or either of us) of its termination in such time and manner as to afford COMPANY and FINANCIAL INSTITUTION a reasonable opportunity to act on it.

(Print Individual Name)

(Signature)

(Social Security Number)

(Date)

Notes:

- ◆ All written debit authorizations must provide that the Receiver may revoke the authorization only by notifying the Originator in the manner specified in the authorization
- ◆ Single entry reversals do not require authorization by the Receiver
- ◆ The underlined language in the authorization above represents the disclosure requirement associated with the clarification of OFAC economic sanction policies upon ACH Network Participants.